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Author:
U.S. Interstate Commerce Commission
Title:
An order of the Interstate Commerce Commission...
Place:
Washington, D.C.
Date:
1911

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U.S. Interstate commerce commission.
An order of the Interstate commerce commission dated June 8, 1911. <Superseding order dated June 10, 1910> . Washington, Govt. print., off., 1911,
vi, 2 p. 22 cm.

Volume of pamphlets.
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AN ORDER

OF THE

INTERSTATE COMMERCE COMMISSION

DATED JUNE 8, 1911

IN THE MATTER OF

DESTRUCTION OF RECORDS OF SLEEPING CAR COMPANIES

EFFECTIVE ON OCTOBER 1, 1911

(Superseding Order dated June 10, 1910)

WASHINGTON
GOVERNMENT PRINTING OFFICE
1911

SCHOOL OF BUSINESS
COLUMBIA UNIVERSITY

ORDER.

At a General Session of the INTERSTATE COMMERCE COMMISSION, held at its office in Washington, D. C., on the 8th day of June, A. D. 1911.

Present:

JUDSON C. CLEMENTS,
CHARLES A. PROUTY,
FRANKLIN K. LANE,
EDGAR E. CLARK,
JAMES S. HARLAN,
CHARLES C. MCCHORD,
BALTHASAR H. MEYER,
} Commissioners.

The matter of the determination of the operating, accounting, and financial papers, records, books, blanks, tickets, stubs, and documents of carriers which may after a reasonable time be destroyed being under consideration:

It is ordered, That each and every sleeping car company subject to the provisions of the act to regulate commerce and the acts amendatory thereto be, and it hereby is, permitted to destroy certain accounts, records, and memoranda hereinafter named after preserving the same for the periods of time hereinafter respectively specified.

It is further ordered, That all accounts, records, and memoranda of such carriers, other than those hereinafter named, shall remain under the prohibition of destruction contained in section 20 of the act to regulate commerce, as amended: *Provided, however*, That in case any such sleeping car company desires to destroy any accounts, records, or memoranda other than those hereinafter named it may petition the Commission to that effect, exhibiting a full and detailed description of the accounts, records, or memoranda in question, clearly explaining their character, their use, and their purpose; it being understood that any order entered by the Commission on any such petition shall, unless otherwise provided, be limited in its force and effect to the particular sleeping car company presenting such petition.

It is further ordered, That no accounts, records, or memoranda of any sleeping car company subject to the provisions of this order shall be destroyed except on the written authority of an executive officer designated by the board of directors, either under a special order or under an order of continuing effect, a copy of such order being filed with the Commission. This written authority by such executive officer shall state in a formal manner:

First. The person or persons whose duty it shall be to destroy the accounts, records, or memoranda named;

Second. A complete list of the accounts, records, or memoranda to be destroyed, expressed either in form numbers or by descriptive titles; and,

Third. The period covered by the accounts, records, or memoranda, the destruction of which is authorized.

Said authority, or a certified copy thereof, must be kept as a part of the permanent records of the sleeping car company.

It is further ordered, That the person or persons upon whom devolves the duty of destroying the accounts, records, or memoranda of the sleeping car company under the authority referred to in the preceding paragraph of this order shall make formal certification to the effect that the accounts, records, or memoranda recited in the said authority have been destroyed and that no other accounts, records, or memoranda than those recited in the said authority have been destroyed; and that this certification shall be returned to the officer who issued the said authority, and be kept by him as a part of the permanent records of the sleeping car company.

It is further ordered, That all accounts, records, and memoranda to be retained permanently or for specified periods of time, shall be filed in such manner as to render them easily accessible and convenient for examination.

List of accounts, records, and memoranda referred to herein.

[The list of accounts, records, and memoranda to be permanently retained is not exhaustive. See third paragraph of this order.]

Description of accounts, etc.	Period to be retained.
1. Ledgers, general and auxiliary	Permanently.
2. Journals, general and auxiliary	Permanently.
3. Cashbooks, general and auxiliary	Permanently.
4. Trial balance sheets of general and auxiliary ledgers	Permanently.
5. Journal vouchers, journal entries, department bills, and supporting papers.	10 years.
6. Minute books	Permanently.
7. Code and cipher books	Permanently.
8. Capital stock ledger	Permanently.
9. Records of capital stock certificates	Permanently.
10. Histories of lines	Permanently.
11. Records and memoranda showing in detail all the items pertaining to the cost of equipment and other property and the additions thereto and betterments thereof.	Permanently.
12. Records and memoranda pertaining to depreciation and replacement of equipment and other property; also historical records of equipment and other property.	Permanently.
13. Deeds and other title papers	Permanently.
14. Contracts and agreements	8 years after expiration.
15. File copies of annual, monthly, and special reports to the Interstate Commerce Commission, and supporting papers.	Permanently.
16. Annual reports to stockholders, complete file of	Permanently.
17. Register of accounts receivable bills, and indexes thereto	Permanently.
18. Miscellaneous bills for collection	8 years.
Duplicate or impression copies of all bills issued for collection.	
19. Canceled interest coupons, matured and canceled bonds, notes, and temporary certificates taken up and canceled.	Permanently.
NOTE.—These documents may be destroyed at the option of the carrier, provided certificates of destruction are permanently filed in lieu thereof. These certificates shall give full descriptive reference to the documents destroyed and shall be made by a cremation committee appointed by the executive officer in charge of the destruction of records or appointed directly by the board of directors. The certificates of destruction shall also be authenticated by representatives of the trustees (except in the case of notes, etc., not secured by mortgages) acting in conjunction with the cremation committee or shall have the trustees' acceptance thereon.	
20. Records of interest coupons, paid and unpaid	7 years.
21. Remittances:	
(*a*) Deposit slips and remittance slips accompanying agents', conductors', stewards', and porters' remittances of cash and cash vouchers.	3 years.
(*b*) Abstracts and statements of remittances received by treasurers and cashiers.	7 years.
22. Records of berth and seat revenue	7 years.
All records summarizing the revenue from berths and seats, including ticket settlements with railroad companies and other sleeping car companies.	
23. Records of revenue from charter of cars	7 years.
All records summarizing the revenue from charter of cars.	
24. Records of miscellaneous revenue	7 years.
All records summarizing miscellaneous revenue.	
25. Line cards used to facilitate balancing revenue by lines	3 years.

Description of accounts, etc.	Period to be retained.
26. Agents' and conductors' balance sheets:	
(*a*) Monthly balance sheets and supporting papers	5 years.
(*b*) Daily or weekly balance sheets if figures are combined on monthly balance sheets.	1 year.
(*c*) Daily or weekly balance sheets and supporting papers if figures are not combined and carried to monthly balance sheets.	5 years.
27. Agents' ticket reports. Agents' reports of sale of tickets for berths and seats.	7 years.
28. Conductors', stewards', and porters' reports:	
(*a*) Reports of sale of berths and seats	7 years.
(*b*) Reports of meal checks issued	7 years.
(*c*) Discrepancy reports for correction of errors	7 years.
(*d*) Reports of checks issued for transfer from one car to another	1 year.
(*e*) Reports of berth checks issued	1 year.
29. Register of vouchers or accounts payable, and indexes thereto.	Permanently.
30. Vouchers. All vouchers or accounts payable, and supporting papers, except as provided in item 11.	8 years after payment.
31. Pay rolls and time reports:	
(*a*) Pay rolls, including evidence and description of service performed, except as provided in item 11.	7 years.
(*b*) Impression or carbon copies of pay rolls if all information thereon appears on the originals referred to in paragraph (*a*) of this item.	May be destroyed at option of sleeping car company.
(*c*) Conductors' and porters' time books and time slips	3 years.
(*d*) Records of time of cooks and waiters	3 years.
(*e*) Records of time checks issued	3 years.
(*f*) Records of time of yard forces	3 years.
32. Distribution and summary of labor expenditures. Records showing detail distribution of labor expenditures charged to all accounts, except as provided in item 11.	7 years.
33. Detached reports and papers covering the application of labor and material, the details of which have been transcribed into other records for retention.	3 years.
34. Records of personal injury and other damage claims. All papers substantiating claims, whether such papers are attached to vouchers or filed separately.	8 years after payment.
35. Car records. Records showing the location of cars, the movements of cars, and the mileage performed.	7 years.
36. Switching statements. Statements of cars switched by railroad companies from one railroad to another.	3 years.
37. Diagrams:	
(*a*) Sleeping and parlor car diagrams and correspondence relating to the reservation of berths and seats.	3 years.
(*b*) Trip slips (partial copies of diagrams) if all information thereon appears on diagrams which are retained.	May be destroyed at option of sleeping car company.
(*c*) Records of blank diagrams furnished to agents and others.	1 year.
38. Ticket stock records. Records of tickets and checks received and distributed to agents, conductors, stewards, and porters; records of sales of tickets and checks; statements of transfer of tickets and checks from one agent, conductor, steward, or porter, to another.	3 years.

Description of accounts, etc.	Period to be retained.
39. Tickets:	
(*a*) Used and canceled tickets, the reports of the sale of which have been properly audited.	6 months after audit.
(*b*) Checks issued for transfer from one car to another	6 months.
(*c*) Meal checks, the reports of which have been properly audited.	6 months after audit.
(*d*) Porters' berth checks	May be destroyed at option of sleeping car company.
(*e*) Unissued or unused ticket and check stock, if a complete record is kept in record referred to in item 38.	May be destroyed at option of sleeping car company.
40. Passes:	
(*a*) Copies of requisitions for pass stock	7 years.
(*b*) Records of pass stock received and distributed	7 years.
(*c*) Requests for passes	7 years.
(*d*) Records of passes issued	7 years.
(*e*) Records of passes received from other carriers	7 years.
(*f*) Stubs of trip passes	7 years.
(*g*) Pass identification slips	3 years.
(*h*) Records of annual or term passes honored	3 years.
(*i*) Trip passes collected	3 years.
(*j*) Void, unused, and unissued passes	1 year after close of current year.
41. Tariffs and other rate authorities:	
(*a*) Tariffs, division sheets, and circulars relative to rates for berths, seats, and other service in the general files of the traffic or other department in which the complete official file is maintained.	7 years after expiration or cancellation.
(*b*) Tariffs, division sheets, and circulars in other departments and at agencies, if copies of the same issues of such tariffs, etc., are preserved in the general files referred to in paragraph (*a*) of this item.	May be destroyed at option of carrier after expiration or cancellation.
(*c*) Special or reduced rate orders, and supporting papers.	7 years.
42. Ticket agents' records. All records of ticket agencies.	7 years.
43. Records of receipt, distribution, and consumption of material and supplies, except as provided in item 11.	5 years.
44. Records of material and supplies on hand and inventories thereof.	5 years.
45. Bills and invoices for material and supplies purchased, whether such papers are attached to vouchers or filed separately, except as provided in item 11.	8 years.
46. Requisitions for supplies and equipment for dining, buffet, broiler, and composite cars.	3 years.
47. Dining, buffet, broiler, and composite car supply reports	3 years.
48. Statistics:	
(*a*) Statistical records and supporting papers which affect the income account, the general balance sheet statement, or reports to the Interstate Commerce Commission, not provided for elsewhere in this order.	8 years.
(*b*) Statistical records and supporting papers showing revenue and car movement by divisions, lines, or States, not covered by paragraph (*a*) of this item.	3 years.
(*c*) Agents' daily or weekly reports of receipts, used only for estimating revenue.	May be destroyed at option of sleeping car company.

List of accounts, records, memoranda, etc.—Continued.

Description of accounts, etc.	Period to be retained.
49. Records of outside operations. Records summarizing the results of outside operations for entry in general books. NOTE.—Abstracts, reports, vouchers, tickets, etc., must be retained for the same periods as are provided for similar documents elsewhere in this order.	8 years.
50. Telegrams. Duplicate copies of telegrams received in general offices for examination, when originals or other copies of such telegrams are retained.	May be destroyed at option of sleeping car company.
51. Cap and punch statements. Statements showing caps and punches furnished agents, conductors, stewards, and porters.	3 years.
52. Records relative to the employment of conductors, porters, and other car employees.	May be destroyed at option of sleeping car company.
53. Correspondence and records thereof relating to subjects listed in items 1 to 52, inclusive.	For the period prescribed for each item.

It is further ordered, That the provisions of this order shall also apply to any receiver or operating trustee of any such sleeping car company, and that when such company is in the hands of such receiver or operating trustee the written authority herein required for the destruction of any accounts, records, or memoranda shall be given by an officer designated by such receiver or operating trustee.

It is further ordered, That this order shall become effective on October 1, 1911, superseding the order of June 10, 1910, relating to the destruction of records of sleeping car companies.

A true copy:

JUDSON C. CLEMENTS,
Chairman.

COLUMBIA UNIVERSITY

Interstate Commerce Commission

Washington

In the Matter of the Destruction of Records of Sleeping Car Companies.

At a General Session of the INTERSTATE COMMERCE COMMISSION, held at its office in Washington, D. C., on the 24th day of July, A. D. 1915.

The matter of the determination of the operating, accounting, and financial papers, records, books, blanks, tickets, stubs, and documents of sleeping car companies which may, after a reasonable time, be destroyed being under consideration, the following order was entered:

It is ordered, That the order in the matter of the destruction of records of sleeping car companies, entered on October 1, 1911, be, and it hereby is, modified with respect to items 22, 28, and 37 in the list of accounts, records, and memoranda contained therein, so as to make such items read as follows:

Description of accounts, etc.	Period to be retained.
22. Records of berth and seat revenue. All records summarizing the revenue from berths and seats, including— Cashiers' daily abstracts of conductors' diagrams and collection. Daily record of gross receipts by stations. Monthly records of receipts by days. Monthly recapitulations of earnings and performance by lines. Ticket settlements between railroad and sleeping car companies.	7 years.
28. Conductors', stewards', and porters' reports: (*a*) Reports of sale of berths and seats. (See item 37).	
(*b*) Reports of meal checks issued.	3 years.
(*c*) Discrepancy reports for correction of errors.	3 years.
(*d*) Reports of checks issued for transfer from one car to another.	1 year.
(*e*) Reports of berth checks issued.	1 year.
37. Diagrams: (*a*) Conductors' diagrams showing sale of seats and berths and summarizing by cars the earnings and the space occupied, if revenue figures are transcribed to records covered by item 22 and if report of passes used is transcribed to records covered by item 40 (*h*).	3 years.

48019°—18

INTENTIONAL SECOND EXPOSURE

List of accounts, records, memoranda, etc.—Continued.

Description of accounts, etc.	Period to be retained.
49. Records of outside operations. Records summarizing the results of outside operations for entry in general books. NOTE.—Abstracts, reports, vouchers, tickets, etc., must be retained for the same periods as are provided for similar documents elsewhere in this order.	8 years.
50. Telegrams. Duplicate copies of telegrams received in general offices for examination, when originals or other copies of such telegrams are retained.	May be destroyed at option of sleeping car company.
51. Cap and punch statements. Statements showing caps and punches furnished agents, conductors, stewards, and porters.	3 years.
52. Records relative to the employment of conductors, porters, and other car employees.	May be destroyed at option of sleeping car company.
53. Correspondence and records thereof relating to subjects listed in items 1 to 52, inclusive.	For the period prescribed for each item.

It is further ordered, That the provisions of this order shall also apply to any receiver or operating trustee of any such sleeping car company, and that when such company is in the hands of such receiver or operating trustee the written authority herein required for the destruction of any accounts, records, or memoranda shall be given by an officer designated by such receiver or operating trustee.

It is further ordered, That this order shall become effective on October 1, 1911, superseding the order of June 10, 1910, relating to the destruction of records of sleeping car companies.

A true copy:

JUDSON C. CLEMENTS,
Chairman.

COLUMBIA UNIVERSITY

Interstate Commerce Commission

Washington

In the Matter of the Destruction of Records of Sleeping Car Companies.

At a General Session of the INTERSTATE COMMERCE COMMISSION, held at its office in Washington, D. C., on the 24th day of July, A. D. 1915.

The matter of the determination of the operating, accounting, and financial papers, records, books, blanks, tickets, stubs, and documents of sleeping car companies which may, after a reasonable time, be destroyed being under consideration, the following order was entered:

It is ordered, That the order in the matter of the destruction of records of sleeping car companies, entered on October 1, 1911, be, and it hereby is, modified with respect to items 22, 28, and 37 in the list of accounts, records, and memoranda contained therein, so as to make such items read as follows:

Description of accounts, etc.	Period to be retained.
22. Records of berth and seat revenue. All records summarizing the revenue from berths and seats, including— Cashiers' daily abstracts of conductors' diagrams and collection. Daily record of gross receipts by stations. Monthly records of receipts by days. Monthly recapitulations of earnings and performance by lines. Ticket settlements between railroad and sleeping car companies.	7 years.
28. Conductors', stewards', and porters' reports: (*a*) Reports of sale of berths and seats. (See item 37).	
(*b*) Reports of meal checks issued.	3 years.
(*c*) Discrepancy reports for correction of errors.	3 years.
(*d*) Reports of checks issued for transfer from one car to another.	1 year.
(*e*) Reports of berth checks issued.	1 year.
37. Diagrams: (*a*) Conductors' diagrams showing sale of seats and berths and summarizing by cars the earnings and the space occupied, if revenue figures are transcribed to records covered by item 22 and if report of passes used is transcribed to records covered by item 40 (*h*).	3 years.

48019°—18

Description of accounts, etc.	Period to be retained.
37. Diagrams—Continued.	
(*b*) Agents' reservation diagrams, showing space sold or engaged, and correspondence relating to the reservation of berths and seats.	3 years.
(*c*) Trip slips (partial copies of diagrams) if all information thereon appears on diagrams covered by item (*b*) above.	May be destroyed at option of carrier.
(*d*) Records of blank diagrams furnished to agents and others.	1 year.

It is further ordered, That this order shall become effective on August 1, 1915.

By the Commission.

GEORGE B. MCGINTY,
Secretary.

MSH 03117

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WASHINGTON : GOVERNMENT PRINTING OFFICE : 1918

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